



Fire Prevention Central Monitoring Station Policy & Application

2024

PURPOSE:

The currently adopted International Building and Fire Codes, NFPA, Washington State Law, local ordinances, other applicable standards/laws, and administrative interpretations by the Fire Marshal govern the way in which fire protection is accomplished in the **cities of Brier, Edmonds, Lynnwood, Mill Creek, and Mountlake Terrace**. The Central Monitoring Station ("CMS") is a vital part of the fire protection system. In concert with construction methods, monitored fire protection systems provide early detection and response, minimizing life hazards and building loss.

CMS Monitoring Notifications:

The CMS shall notify the Fire Marshal daily of all conditions on monitored fire alarm systems. Clearly identify the condition:

- Alarms unrestored after 24 hours
- Supervisory unrestored after 24 hours
- Trouble signals unrestored after 24 hours
- Missed timer tests (24 hours)
- Loss of communications

Notifications shall be emailed to Prevention@SouthSnoFire.org until the system has been restored. Please do not fax email notifications to our headquarters.

The CMS shall provide the Fire Marshal and designees immediate access to appropriate personnel at the CMS via telephone (local or toll-free) to obtain system status updates and the ability to place the system on/off test. The CMS is also required to provide a cancellation notice to the Fire Marshal's Office (Prevention@SouthSnoFire.org) at least (10) days in advance of terminating a monitored account.

CMS Notification Format Requirements:

- The CMS company name and contact information shall be clearly visible on each notification
- The property name, address, condition, and zone shall be clearly indicated on each notification

Required Documentation to Accompany Application:

- A completed Application
- A current Business License in the city of monitoring (Brier, Edmonds, Lynnwood, Mill Creek and/or Mountlake Terrace, WA)
- A copy of the current UL 827/FM 3011 certificate of compliance for each CMS location
- A copy of the written procedure for the AHJ/FMO to communicate with the CMS. This procedure shall include the number for the FMO to call and any required passwords.
- A list of any redundant locations



**Fire Prevention
2024 APPLICATION
APPROVED CENTRAL MONITORING STATION**

COMPANY CONTACT INFORMATION

CMS Company Name/DBA:	Toll-Free Phone:
Mailing Address:	
City/State:	Zip:
WA State UBI:	City of Lynnwood Business License:
Primary CMS Application Contact:	Phone:
Email:	
Secondary CMS Application Contact:	Phone:
Email:	
CMS AHJ Call- Back Phone Number:	

REQUIRED DOCUMENTS

- Completed Application
- Current Business License for the Cities in which Monitoring is being Applied (*Brier, Edmonds, Lynnwood, Mill Creek, and/or Mountlake Terrace*)
- Current UL 827/FM 3011 Certificate of Compliance (*must be provided annually*)
- Written Procedure for Fire Marshal Communication with Central Monitoring Station
- A list of Central Monitoring Station Redundant Locations, if applicable

ACKNOWLEDGEMENT

I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge. I certify that I have read, understand, and agree to comply with South County Fire’s current Central Monitoring Station (CMS) Policy. Additionally, I understand that the Fire Marshal may change these requirements at his/her sole discretion.

The CMS shall notify the Fire Marshal of all alarm, supervisory, and trouble signals still unrestored after 24 hours and until the fire alarm system has been restored to normal working conditions.

I certify that I understand that the CMS is required to provide the documents listed above **annually by March 31**, or the following business day to remain on the Approved CMS Provider List. I further understand that it is the sole responsibility of the CMS to remain in compliance and that failure to do so will result in removal from the list.

Signature of Applicant:	Date:
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Printed Name & Title:

FOR CITY USE ONLY

The Fire Marshal approved the above Central Monitoring System company for inclusion on the Approved CMS Provider List.

Approved By:	Date:
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